

CERTIFICATION OF REAL ESTATE CONTINUING EDUCATION COURSE

Instructions and Application

- . Submit a completed application form which includes a detailed Course Curriculum consisting of a course outline, course objectives, student behavioral objectives, course content, supporting materials and a test bank of questions.
- . All complete applications will be reviewed and considered by the Real Estate Commission ("Commission"). Incomplete applications will not be considered. Please allow 45 days for processing.

UNTIL RECEIPT OF WRITTEN NOTIFICATION OF APPROVAL FROM THE REAL ESTATE COMMISSION, NO PROVIDER SHALL ADVERTISE, SCHEDULE, OR OFFER THE COURSE.

**Continuing Education Course Certification
Schedule of Fees**

Initial course certification

Application fee (nonrefundable)

\$300

**ATTACH CASHIER'S CHECK OR MONEY ORDER FOR THE AMOUNTS PAYABLE TO
"COMMERCE AND CONSUMER AFFAIRS"**

REAL ESTATE COMMISSION
State of Hawaii
Professional & Vocational Licensing Division
Department of Commerce and Consumer Affairs
250 S. King Street Suite 702
Honolulu, Hawaii 96813

APPLICATION FOR CONTINUING EDUCATION COURSE CERTIFICATION

1.	Name of Provider: Provider is registered with the Real Estate Commission: Yes _____ No _____ Pending Provider Registration Application _____
2.	Name of Elective Course:
3.	Course Author(s) or Owner:
4.	Anticipated Initial Offering Date:

5. Summary description of course content:

6. Course Category: Please indicate a course category for this course. If applicable, a course may fall under more than one (1) category.

_____ Contracts	_____ Finance
_____ Investment	_____ Property Ownership and Development
_____ Real Estate Law	_____ Real Estate Law Update and Ethics
_____ Dispute Resolution	_____ Risk Management
_____ Property Management	
_____ Other: _____	

For
Cashier's Use
Only

Certification app
Service Fee

\$300
\$15.00

587
BCF

7. List names and certification of all instructors for this course:

Instructor	Certified in Course/Category

8. Course Certification: Each elective course must satisfy **both (a) and (b)** of the following:

- a. Furthers at least one of the following goals (check at least one):

_____ Protects the general public in its real estate transactions. Briefly explain:

_____ Enables the licensee to serve the objectives of the consumer in a real estate transaction. Briefly explain:

_____ Enables the licensee to maintain, develop and improve the licensee's competency and professionalism in a changing market place. Briefly explain:

- b. Qualifies as either (check at least one):

_____ Consumer Protection Course. Explain briefly in what manner the course addresses issues and concepts relating to §467-14, Hawaii Revised Statutes or §16-99-3, Hawaii Administrative Rules (see copies attached to this application).

_____ Professional Standards or Practice course. Explain briefly in what manner the course covers issues, knowledge and concepts relating to real estate professional development.

9. Course description and level of difficulty. Provide a description of the course and its level of difficulty. Once the course is certified, all advertisements must include a description of the course and level of difficulty as certified. The difficulty levels include:

Beginning, Intermediate, or Advanced **Salesperson's** course.

Beginning, Intermediate, or Advanced **Broker's** course.

"Beginning" means a course intended for a licensee immediately after licensure.

"Intermediate" means a course intended for a licensee with 2 to 4 years of real estate experience in the applicable license category.

"Advanced" means a course intended for a licensee with 4 or more years of real estate experience in the applicable license category.

Level of Difficulty: _____

_____ At least 60 percent of the course content is for a knowledge and ability level beyond professional entry. 60 to 75 percent of the curriculum must be designed to assist the licensee with application of real estate information and concepts (issue identification, analysis, synthesis, and evaluation). The remaining portion of the course may be devoted to other learning skills (general knowledge, recall or summarizing information).

10. Course Materials: Attach a **detailed** course curriculum consisting of the course outline, course objectives, student behavioral objectives, course content, and supporting materials as follows:

_____a. Course Curriculum. Attach a course curriculum which details the sequence of topics, time spent on each topic, course objectives for each topic, learning outcomes, and any reading assignments or materials to be covered in each topic. **When the course offering is for more hours than 3 1/3 hours, the applicant is required to indicate in the margins of the submitted curriculum, the number of hours and minutes designated as continuing education instructional time.**

_____b. Course Content. Attach an outline of lecture materials to be covered including notes, directives to instructors and a copy of all materials to be used as handouts for students.*

*** All copyrighted material must include a release from the owner.**

_____c. Attach a list of student Behavioral Objectives. The list should state, in performance terms, what the student should be able to do at the end of the course; i.e., "By the end of this course the student shall be able to identify from a set of facts, the real estate issues involved and any possible license violations."

Label the course topics, behavioral objectives and learning outcomes, amount of time allotted to each topic, and reading assignments. (See attached example for outcome categories of knowledge, comprehension, application, analysis, synthesis, or evaluation of presented materials).

11. Method of presentation (check appropriate boxes)

_____ Live seminar

_____ Interactive television

_____ Other Real Estate Commission approved interactive communication. Please describe briefly:

12. The course consists of at least three and one-third (3 1/3) clock hours.
13. Upon successful completion of the course each student will receive a completion certificate.
14. A student evaluation for the course and for the instructor will be provided to each student.

Certification of Applicant:

I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification.

Signature of Applicant

Print Name